

Piano and Harp Studio, Cypress TX and Milwaukee, WI  
Studio Policy and Requirements September 2023  
346-332-1835 (text) | GentryRoad@gmail.com (not a new email, just a different one to keep students separate.

I am using **Google Calendar** now to keep track of my schedule. The calendar has been shared with all students. I am also using a new accounting program, therefore invoices will look different.

**Practice:** Students are expected to practice a minimum of 4 times per week. If students have too many unprepared lessons, I will consider termination of their lessons. Students are expected to have practiced and have their music in their bag (or close by for online experience) and prepared.

**Sending Music by email:** When I send a student music via email, I expect that music to be printed or imported to a tablet and ready for the next lesson.

**Recital:** Students are encouraged to participate in the April recital, either by submitting a video or being there in person. . Because of the nature of piano teaching since 2020, many parents cannot attend events in person. Some recitals will be video. Other and smaller performance opportunities are available at various times during the year.

**Touching Base:** I love it when my students send practice video/audio recordings! This is a great way to check in through the week, between lessons. Just send a recording of each assigned piece, and I will respond with feedback in either a written, video recording, or audio recording format. You can text me at 346-332-1835, use Google Chat, FB messenger, whatever works for you. There is no extra charge for this. Students can make INCREDIBLE progress by taking advantage of this technology.

**Missed Lessons:** Because I so often give an extra 10 minutes at a lesson, I do not provide make-up lessons. If you give me adequate notice of at least 8 hours, your missed lesson will not be billable. Otherwise your missed lesson is billable.

**Teacher Absences:** When I am traveling or have a performance obligation and cancel a student lesson, the lesson is not billable; it is rolled over as credit to the next month.

**Parent Responsibilities:** Please know when your children are playing at a special event by keeping up with your emails from me. Please check out my website at [PianoAndHarpStudio.com](http://PianoAndHarpStudio.com) for events, reminders and dates.

**Fees and Tuition:** This information is in a separate document. I will be looking at a cost of living price increase starting January 1, 2024. I will connect with all parents by mid-November.

**Parents please let me know that you have received this studio policy. I do not require you to sign it, but your being aware of practice requirements and events is very important to me.**